



County Administrator
Administrative Services Department
Personnel Section
1100 Simonton Street, 2nd Floor
Key West, FL 33040



BOARD OF COUNTY COMMISSIONERS

MAYOR Dixie M. Spehar, District 1
Mayor Pro Tem Charles "Sonny" McCoy, District 3
George Neugent, District 2
David P. Rice, District 4
Murray E. Nelson, District 5

DEC. 30, 04
Posting Date



MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF PARALEGAL ADMINISTRATIVE LIASION, COUNTY ATTORNEY'S OFFICE, KEY WEST

IS NOW OPEN AT PAY GRADE 9 / SALARY, \$36,640 - \$44,884 PER YEAR - 40 HPW
(DEPENDING ON QUALIFICATIONS.)

- | | | | | | | | |
|---|---|---|-----------------------------|------------------------------|--|------------------------------|--|
| <ul style="list-style-type: none">• VETERANS PREFERENCE AVAILABLE:• SAFETY SENSITIVE POSITION:• GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <table border="0"><tr><td><input checked="" type="checkbox"/> YES</td><td><input type="checkbox"/> NO</td></tr><tr><td><input type="checkbox"/> YES</td><td><input checked="" type="checkbox"/> NO</td></tr><tr><td><input type="checkbox"/> YES</td><td><input checked="" type="checkbox"/> NO</td></tr></table> | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | | | | | | |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | | | | | | |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO | | | | | | |
- THIS POSITION: ☒ IS A CAREER SERVICE STATUS POSITION.
- ☐ IS NOT A CAREER SERVICE STATUS POSITION.

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.


HUMAN RESOURCES

MONROE COUNTY

JOB DESCRIPTION

Position Title: PARALEGAL – Administrative Liaison		Date: 7/28/04
Position Level: 9	FLSA Status: EXEMPT	Class Code: 9-21

GENERAL DESCRIPTION

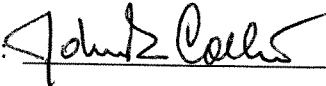
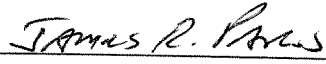

Primary function is to provide paralegal support services to BOCC, staff attorneys, and/or to designated departments.

KEY RESPONSIBILITIES

- *1. Responsible for the preparation, organization and final disposition of BOCC Agenda items.
- *2. Responsible for placing County Attorney's office items on the BOCC agenda.
- *3. Responsible arranging meeting with staff attorneys to discuss agenda items prior to Division Director's meeting.
- *4. Independently prepares legal documents requiring attorney approval.
- *5. Assist litigation paralegal and staff attorneys in preparation of documents for consideration by BOCC.
- *6. Independently composes and types necessary correspondence for signature.
- *7. Takes dictation and transcribes legal documents, letters and memos.
- *8. Prepares, submits for to County Attorney for approval, and maintains an office procedures manual specific to the tasks and functions performed by each staff member, insures manual is routinely reviewed, and is updated as necessary.
- *9. Assist Risk Manager/Contract Monitor with review of contracts brought before BOCC for consideration.
10. Serves as alternate in Executive Assistant, Staff Assistant, and/or other Paralegal's absence.
11. Maintains designated attorney's calendars, schedules appointments.
12. Performs other duties as assigned.

Position Title: PARALEGAL/ADMINISTRATIVE LIAISON	Class Code: 9-21	Position Level: 9
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KEY JOB REQUIREMENTS	
<i>Education:</i>	High School diploma or GED plus 1 year business college. Paralegal degree or certification preferred.
<i>Experience:</i>	5 to 7 years as a legal secretary; paralegal degree or certification and/or 1-2 years experience may be substituted.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned departments, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: 	Date: 08/19/04
<i>County Administrator:</i>		
Name: 	Signature: 	Date: 8/17/2004

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

REPOSTING AS of 12-10-04



BOARD OF COUNTY COMMISSIONERS

MAYOR Murray Nelson, District 5
Mayor Pro tem David P. Rice, District 4
George Neugent, District 2
Charles "Sonny" McCoy, District 3
Dixie M. Spehar, District 1

Administrative Services Department
Personnel Section
1100 Simonton St., 2nd Floor.
Key West, FL 33040

December 30, 2002
Posting Date



MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE

THE POSITION OF RECEPTIONIST, SOCIAL SERVICES, KEY WEST IS NOW OPEN AT PAY SERIES AND SALARY 2/\$8,866.50 - \$10,640.00/20 HPW (DEPENDING ON QUALIFICATIONS).

- | | |
|--|---|
| • VETERANS PREFERENCE AVAILABLE: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| • SAFETY SENSITIVE POSITION: | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| • GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED) | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

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Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

Human Resources

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

CSWEL018

MONROE COUNTY

JOB DESCRIPTION

Position Title: Receptionist		Date: 10/01/04	
Position Level: 2	FLSA Status: Non-Exempt	Class Code: 2-5	

GENERAL DESCRIPTION

Primary function is to assist the visiting public in the Social Services Department, which includes answering the phones, and any questions concerning the services available in the Department.

KEY RESPONSIBILITIES

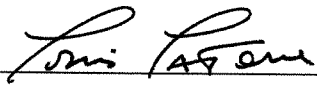
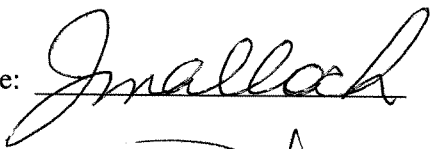
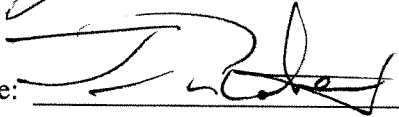
1. Assist the public with information and directions to offices in the Gato Building.
2. Answers income calls, etc.
3. Processes incoming and outgoing office mail.
4. Makes appointments for clients with staff.
5. Handles copy machine and processes copies for staff.
6. Assists staff in any hurricane preparedness or disaster duties if needed.
7. Screens for admission into Department through security door.
8. Monitors and assists clients in waiting room.
9. Performs other clerical duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: Receptionist	Class Code:	Position Level: 2
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED preferred.
<i>Experience:</i>	1 to 2 years – Extensive experience may waive education.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Standardized: Work consists of a few repetitive duties. Tasks are restricted in scope, well-defined and clearly-prescribed; standard procedures guide all work. Problems are solved by reporting them to supervisor.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Little or no contact required externally or internally except with immediate associates and the supervisor.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Assists Department in pending disasters if needed.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Louis Latorne</u>	Signature: <u></u>	Date: <u>10-1-04</u>
<i>Division Director:</i>		
Name: <u>James Malloch</u>	Signature: <u></u>	Date: <u>10/1/04</u>
<i>County Administrator:</i>		
Name: _____	Signature: <u></u>	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

DATE OF POSTING	ADVERTISED POSITION	PAY GRADE	POSITION #	AREA	D.L. CHECK "X"	DOT	CLERICAL TEST "X"	IN-HOUSE DEADLINE	ADVERTISED DEADLINE	STATUS/ HIRED
12/22/2004	ADMINISTRATIVE ASSISTANT	7	CSWEL010	KW				12/28/2004	12/29/2004	OPEN
12/20/2004	ADMINISTRATIVE ASSISTANT	7	CSTSP003	KW				12/27/2004	1/5/2005	OPEN
12/20/2004	AIRPORT RESCUE FIREFIGHTER	7	ADAI019	KW	X			12/27/2004	12/29/2004	OPEN
10/14/2004	ASSISTANT COUNTY ATTORNEY	13	ATAT013	KW				10/20/2004	OPEN UNTIL FILLED	OPEN
10/14/2004	ASSISTANT COUNTY ATTORNEY	13	ATAT012	KW				10/20/2004	OPEN UNTIL FILLED	OPEN
5/20/2004	ASSISTANT FIRE MARSHALL	10	CAFR5002	MAR				5/26/2004	OPEN UNTIL FILLED	OPEN
9/29/2004	BUDGET ANALYST	8	MSOMB005	KW	X			10/5/2004	10/6/2004	CLOSED
6/21/2004	CHIEF SURVEYOR	10	PWENG005	MAR				6/28/2004	OPEN UNTIL FILLED	OPEN
11/8/2004	SUPERVISOR CONSTRUCTION INSPECTION	9	PWENG025	KW	X			11/15/2004	OPEN UNTIL FILLED	OPEN
11/8/2004	CASE COORDINATOR I	7	CCCC012	KW	X			11/15/2004	11/17/2004	CLOSED
12/20/2004	CUSTODIAN	2	PWFM078	KW				12/27/2004	1/5/2005	OPEN
10/6/2004	CUSTODIAN	2	PWFM081	PK				10/12/2004	OPEN UNTIL FILLED	NANCY GARCIA
12/3/2004	COORDINATOR COMMUNICATIONS	8	PSCOM004	MAR				12/9/2004	12/22/2004	CLOSED
9/10/2004	DESIGN ENGINEER	11	PWENG004	KW	X			9/16/2004	OPEN UNTIL FILLED	OPEN
10/14/2004	FL. SCENIC HWY. COORDINATOR		TPPLN002	MAR				10/20/2004	OPEN UNTIL FILLED	CLOSED
5/20/2004	FIRE RESCUE OR EMS INSTRUCTOR	8	CAFR5	MAR	X			5/26/2004	POST ONLY	CLOSED
12/22/2004	FOREMAN PKs. & BEACHES MAINT.	6	PWUNIO10	PK	X			12/28/2004	POST ONLY	OPEN
11/8/2004	HEAVY EQUIPMENT OPERATOR	6	PWRB020	KW	X	X		11/15/2004	OPEN UNTIL FILLED	HERSCHELL MAJOR
11/22/2004	INSPECTOR	8	GMCE004	KW	X			11/29/2004	12/1/2004	CLOSED
11/22/2004	INSPECTOR	8	GMCE011	PK	X			11/29/2004	12/1/2004	CLOSED
11/22/2004	LANDFILL OPERATOR	6	PWSW022	CUDJ	X	X		11/29/2004	OPEN UNTIL FILLED	OPEN
10/6/2004	LAND STEWARD	12	GMGM005	MAR	X			10/12/2004	10/13/2004	CLOSED
12/3/2004	LIBRARY AIDE	2	CSLIB055	KW				12/9/2004	12/22/2004	CLOSED
11/22/2004	LIBRARY ASSISTANT	6	CSLIB053	KL				11/29/2004	12/15/2004	CLOSED
10/14/2004	LIBRARY ASSISTANT	6	CSLIB056	KW				10/20/2004	10/20/2004	CLOSED
10/14/2004	LIBRARY ASSISTANT	6	CSLIB023	ISL				10/20/2004	11/1/2004	CLOSED
11/8/2004	MAINTENANCE MECHANIC	4	PWCF016	KW	X			11/15/2004	11/17/2004	CLOSED
10/26/2004	MAINTENANCE MECHANIC	4	PWFM063	BPK	X	X		11/3/2004	11/15/2004	CLOSED
8/26/2004	MAINTENANCE MECHANIC	4	PWFM059	KW	X			9/1/2004	9/8/2004	LOUIS TYNES
12/20/2004	MAINTENANCE WORKER	3	PWFM047	KW	X			12/27/2004	1/5/2005	OPEN
12/20/2004	MAINTENANCE WORKER	4	PWRB035	KW	X	X		12/27/2004	1/5/2005	OPEN
12/10/2004	MAINTENANCE WORKER	3	PWUNIO17	PK	X			12/16/2004	12/22/2004	CLOSED
12/10/2004	MAINTENANCE WORKER	3	PWFM070	PK	X			12/16/2004	12/22/2004	CLOSED
11/8/2004	MAINTENANCE WORKER	4	PWRB052	PK	X	X		11/15/2004	OPEN UNTIL FILLED	OPEN
11/8/2004	MAINTENANCE WORKER	4	PWRB037	PK	X	X		11/15/2004	OPEN UNTIL FILLED	OPEN
10/14/2004	MAINTENANCE WORKER	3	TPFM003	KW	X			10/20/2004	10/20/2004	CLOSED
10/6/2004	MAINTENANCE WORKER	3	PWFM080	PK	X			10/12/2004	OPEN UNTIL FILLED	OPEN
12/20/2004	MAINTENANCE WORKER	4	PWRB036	PK	X	X		12/27/2004	OPEN UNTIL FILLED	OPEN
4/12/2004	ON CALL COMMISSIONERS AIDE		CCCC	ALL				OPEN UNTIL FILLED	POST ONLY	OPEN
11-08-04	ON CALL SUBSTITUTE ATTENDANT	6	TPCOH	KW	X			NONE	NONE	OPEN

[illegible]